



Idaho Transportation Department
Title VI of the Civil Rights Act of 1964 Program
Pre-Award Assurance Checklist

This assurance checklist must be completed, signed, and returned with the application for your proposed project. Below are the minimum requirements to assure non-discrimination in local public agencies (LPA). The checklist also serves as a preview to the LPA as to the processes, procedures, policies, and documentation that will be expected at a formal Title VI Review by ITD's Equal Employment Opportunity Office (EEO). Applications received without the completed checklist will not be reviewed for award.

In order to be considered for federal financial assistance, the LPA must certify that it will provide the following information when required, and where applicable in conjunction with reporting requirements and/or a Title VI Review. This checklist also serves to document that the LPA currently has in place, or will be able to implement, where applicable, the following processes and procedures.

Data Collection – A process to collect the following:

- Y___N___ Breakdown of LPA employees by race, gender and position held.
Y___N___ Number of (ITD) federally funded projects awarded or ongoing during the past two years.
Y___N___ Log showing Title VI complaints received during past two years (number, how resolved, issues involved) if any.
Y___N___ Attendance at public hearings tracked, broken down by race, gender, disability.
Y___N___ Statistical data collected on race, gender, disability for communities impacted by construction projects.
Y___N___ Statistical data collected on race, gender, and disability for all right-of-way relocatees.

Staffing:

- Y___N___ Staff designated to have Title VI coordination responsibilities (in conjunction with other duties).

Policies, Procedures, Processes:

- Y___N___ Title VI Policy or Policy Statement in place for your organization, signed by the Sponsor.
Y___N___ Proof of public dissemination of Title VI Policy or Policy Statement.
Y___N___ Process for handling Title VI complaints from the public.
Y___N___ Proof of public dissemination of complaint procedure.
Y___N___ Planning, public involvement guidelines, and public involvement policies reviewed for compliance with Title VI.
Y___N___ Procedures in place to ensure that equal opportunity is being considered in the hiring of employees and the award of contracts/agreements.

Training:

- Y___N___ Has staff received any Title VI training (formal or informal).*

Planning Activities – Documentation to show (where applicable):

- Y___N___ Minority members of the community are actively sought out to participate in public hearings
Y___N___ Accessible locations, adequate notice, and language translation services are considered or provided during the coordination of public hearings.
Y___N___ The project for which funding is sought complies in all aspects with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Contracts & Agreements:

Y___N___ LPA-issued contracts/agreements contain Title VI non-discrimination assurances.

Design/Environmental Activities – Documentation to show (where applicable):

Y___N___ Minority members of the community are actively sought out to participate in public hearings

Y___N___ Accessible locations, adequate notice, and language translations services are considered or provided during the coordination of public hearings

Y___N___ Location and design manuals, directives, operational procedures, guidelines and policies reviewed for Title VI compliance.

Right of Way Activities – Documentation to show (where applicable):

Y___N___ Title VI language incorporated in all acquisition, negotiation, property management communications and contracts.

Y___N___ Title VI language and assurance statements included in all surveys for property owners and tenants after conclusion of all business.

Y___N___ Values and communications associated with appraisals conducted in an equitable and non-discriminatory manner.

Y___N___ Deeds, permits, and leases contain Title VI compliance clauses.

Construction & Maintenance Activities – Documentation to show (where applicable):

Y___N___ Contractor selection procedures have been reviewed to ensure uniformity in their application to minority and non-minority contractors.

Y___N___ Minority contractors and subcontractors are informed about contracting opportunities with the LPA.

Y___N___ Title VI assurances included in all LPA-issued contracts, subcontracts, and material supply agreements.

LPA Name/Phone Number

Sponsor Signature

Title

Date

*Title VI training can be provided by the ITD EEO Office upon request. To discuss training or Title VI requirements, reviews or reports, contact Karen Sparkman, EEO Manager, 208-334-8852, or email karen.sparkman@itd.idaho.gov

Distribution: Signed Copy to ITD EEO Office